



Hullbridge Parish Council

Finance Committee Minutes

Held on Wednesday 24th September 2025

8.30pm

Hullbridge Parish Council Office, 98 Ferry Road, Hullbridge, SS5 6EX

Members present; Cllr A. Marriott (Chair); Cllr S. Cooper, Cllr I. Kenlin.

Visiting:

Staff present: Mrs Nicola Harding

No Members of the public were present.

Minutes

12/09/25 **Apologies for Absence**

12.1/09/25 Apologies were *noted* from Cllr K. O'Brien, Cllr J. O'Brien, Cllr S. Walsh, Cllr C. Agius.

13/09/25 **Approval of Minutes**

13.1/09/25 RESOLVED - Councillors *agreed* the minutes as a true record of the Committee Meeting held on **25th June 2025**.

14/09/25 **Declarations of interest / dispensations**

14.1/09/25 - None

15/09/25 **Public Participation** No public present.

16/09/25 **Reports from Personnel / Committees / Code of Conduct**

16.1/09/25 RESOLVED – Councillors *discussed* and *agreed* the recommendations from the Personnel Committee. Clerk to **ACTION**.

17/09/25 **Parish Office / Health & Safety / Equipment and Parish Van**

17.1/09/25 – Councillors *noted* that quotes are being sought for replacement van options.

17.2/09/25 – Councillors *discussed* and *agreed* opening the Parish Office for residents on a Friday morning from April 2026 for recommendation to Full Council.

18/09/25 **Finance**

18.1/09/25 RESOLVED – Councillors *received* the quarterly bank statements and reconciliations which have been signed by two non-signatories.

18.2/09/25 RESOLVED – Councillors received and noted the quarterly financial report, the Clerk advised the budget was on track.

18.3/09/25 RESOLVED – Councillors *received* a provisional draft budget for 2026-27 and *agreed* a date be set for a meeting with the Clerk and Accounts Assistant prior to the next Finance Committee meeting. Clerk to **ACTION**.

18.4/09/25 RESOLVED – Councillors *noted* the information from the CCLA PSDF.



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18.5/09/25 RESOLVED - Councillors *agreed* to align the closure of the Recreation Ground toilets with the maintenance staff winter hours for *recommendation* to Full Council. Clerk to **ACTION**.

19/09/25 LGR Sub-Committee

19.1/09/25 RESOLVED – Cllr Marriott gave a verbal report.

20/09/25 Consultations/ Grants/ Policy/ Lease Agreements

20.1/09/25 – Councillors *agreed* for recommendation to Full Council

- Records Retention Policy
- Freedom of Information
- Lone Working Policy
- Reserves Policy
- Members Allowance / Expense Policy

20.2/09/25 RESOLVED - Councillors considered the Men's Shed group's request to place containers at Hullbridge Community Centre. Having reviewed the lease, Councillors noted that, as Hullbridge Parish Council holds the legal title only as Custodian Trustees, responsibility for granting permission rests with the Hullbridge Community Centre.

21/09/25 Newsletter

21.1/09/25 – Councillors *received* and *agreed* the draft newsletter. Clerk to **ACTION**.

22/09/25 Date of the Next Meeting

22.1/09/25 Members were advised to forward any items for the next Agenda to the Clerk.

22.2/09/25 The date of the next meeting will be to Wednesday 26th November 2025 at 20:00 hrs. Clerk to **ACTION**.

Meeting closed 20:53hrs

Chairman Signature: _____ Date _____